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13 August 1976

MEMORANDUM FOR: Acting Deputy Director for Administration

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FROM : [redacted]
Acting Director of Personnel
SUBJECT : Office of Personnel Report --
Week Ending 13 August 1976

1. Summer Intern Program:

a. The Summer Interns were briefed on 4 August 1976 by Dr. Maurice Ernest, Director of the Office of Economic Research. They were also briefed by Mr. Paul [redacted] Deputy Chief of the Operations Center. Following the briefing, they were given a tour of the Ops Center.

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b. Mr. [redacted] a Summer Intern attending [redacted] and working with OER, has had two articles published in the National Intelligence Daily and in the President's Daily Brief.

c. The 8 August "Parade" section of the Washington Post carried a short article on the Agency's Summer Intern Program. It was reported that we have 50 students from 35 schools in this year's program. The thrust of the article was that we are interested in students from other than the traditional Ivy League schools. Mr. Janney and Mr. Bush were mentioned by name and the schools they had attended.

2. Clerical Advertising: Clerical advertising has been placed in newspapers in various cities in Virginia, Ohio and Kentucky to stimulate applications from clerical and secretarial candidates. In addition, ads have been placed for courier and guard personnel for OD&E in local weekly papers. The response to date has been favorable.

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3. Special Option for Certain CIARDS Participants:

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| Memos sent | 1,260 |
| Memos returned | 1,134 |
| Elected to remain in CIARDS | 1,125 |
| Elected Civil Service | 9 |

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5. Handicapped Program: We are making progress in the Handicapped Program. A female electronic technician with one eye is entering on duty with the Office of Communications on 16 August.

6. Position Classification: We continued work on revising the proposed mail and file position standards and benchmarks. Preliminary work has also commenced on the draft standards for nurses, mechanical engineers and secretaries.

7. Co-op Visitor: Dr. Martha Johnson, the Co-op Director from Virginia Polytechnic Institute, visited her VPI students on 10 August and talked with the Agency Coordinator.

8. Special Briefing: Chief, Personal Affairs Branch, briefed 16 employees attending the two-day special operations orientation course on Terrorism and Terrorist Activities, on Agency capabilities for providing assistance in time of need and crisis, and U.S. Government programs and benefits that are available.

9. Hurricane Problems: Hurricane "Belle" caused various flights from Dulles International and New York airports to be cancelled on the night of Monday, 9 August. As far as we know, no Agency travelers booked through Central Processing Branch were affected by these cancellations.

10. Rehired Annuitants:

a. The following rehired annuitant cases were approved for the Directorate of Administration:

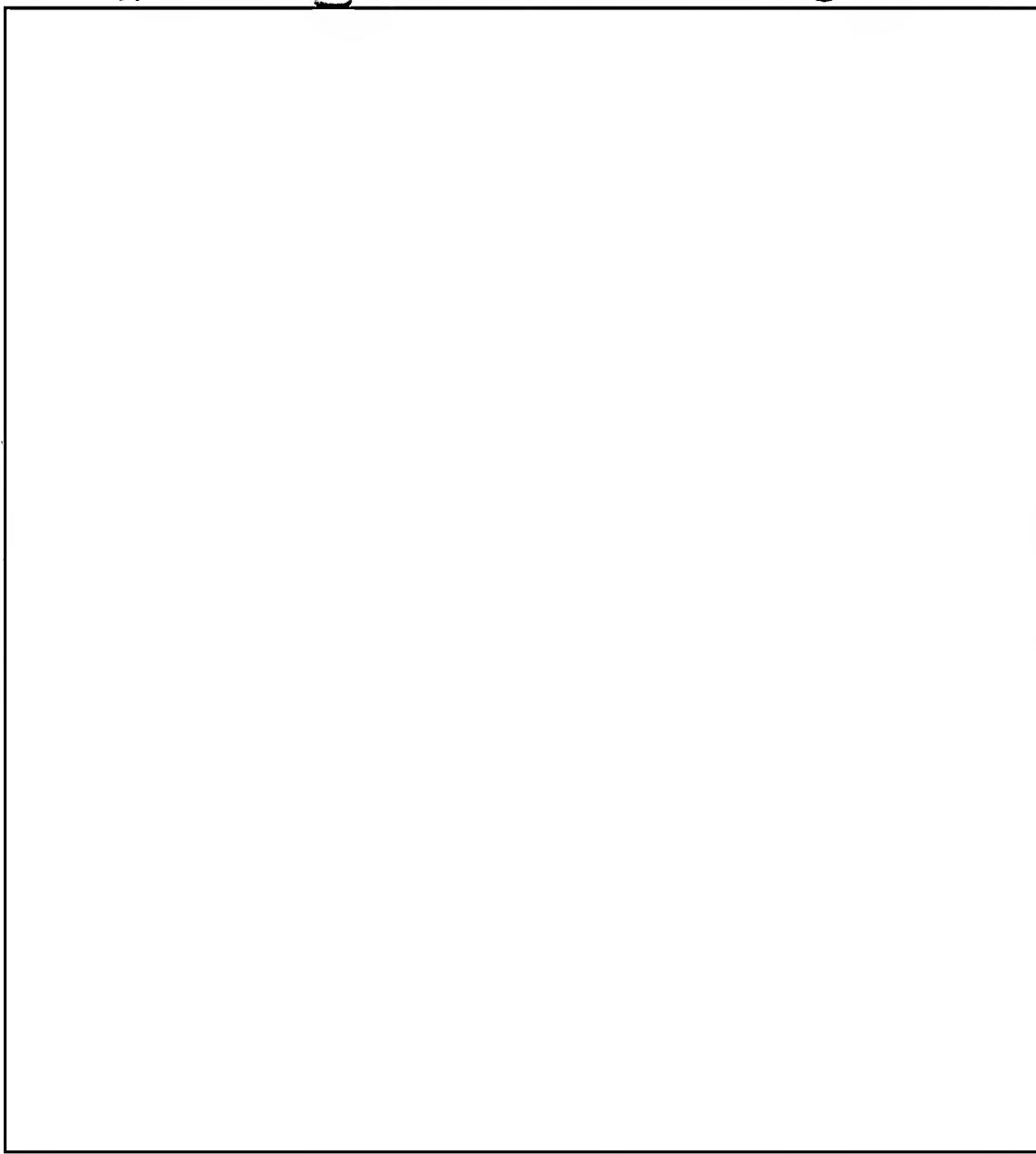
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Coming Events:

1. Recruiter Conference, 13-17 September 1976:
An advance schedule of the agenda (in skeleton form at this time) has been sent to all field recruiters so that they can plan arrival and departure times and to give them the dates and time of Part I and Part II of their physical examinations.

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